

ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #08-66

Location	Position Available	Salary Range	Closing date
Concord District Court	Court Officer II (Temporary full-time or temporary part-time)	\$26,914-\$34,066 \$13.8022 - \$17.4697 per hour Labor Grade: 15	July 23, 2008

NOTE:

- Full-time court security officers and per diem court security officers currently employed by the New Hampshire Judicial Branch are eligible to apply for this temporary position.
- This position is being posted internally and externally simultaneously.
- The employer will consider alternative work schedules submitted by highly qualified candidates who wish to work less than the standard 37.5 hour workweek.
- This is a temporary position. The successful candidate will be eligible for employee benefits provided by the State of New Hampshire for its employees consistent with the number of hours worked.
- The successful candidate will retain no rights of transfer when the administration of court security is moved to the respective county Sheriffs.

IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

- Call the Administrative Office of the Courts (271-2521) for an application
- or e-mail resume to: applications@courts.state.nh.us
- or fax resume to: (603) 513-5454
- or mail resume to: Administrative Office of the Courts
2 Charles Doe Drive
Concord NH 03301

(At any time we may have more than one position vacant in the court system. Your application may not be considered, if you fail to specify the position you are interested in.)

JOB DESCRIPTION

COURT OFFICER II – Temporary full-time or temporary part-time position working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the Legislature.

DEFINITION OF WORK

This is responsible court security and judicial support work in a court of the New Hampshire court system. Work includes providing supervision over court security officers, maintaining order, protecting judges, prisoners and the public; notifying interested parties; assist in the transfer of prisoners; and performing a number of clerical functions for judges and the clerk's office as needed. Employees in this position may be required to travel during the regular course of business, and are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Maintains order and decorum within the courtroom involving escorting unruly persons from court at the request of the judge and insuring that people adhere to court guidelines regarding noise, food, and smoking.

Protects the privacy and insures the safety of judges.

Provides security for prisoners, witnesses, and the public in the courtroom and adjacent areas; may be required to take appropriate action in disruptive situations in the courtroom; inspects the courtroom, judge's chambers and other court related areas for explosive devices; observes movement of the public in the court; questions suspicious persons; performs security screening of persons, and removes illegal arms or contraband as necessary; may exercise the power of arrest.

Serves as crier formally announcing opening and closing of court sessions and may administer oaths to witnesses.

Provides routine information regarding court procedures to the public, witnesses, litigants, and attorneys.

May transport prisoners from in-court holding cell to the courtroom.

Provides general messenger service as required by judges and the clerk's office.

Performs related duties as required.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school with security related experience or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Considerable knowledge of modern security equipment, techniques and procedures.

Considerable knowledge of court procedures and policies and legal documents pertaining to the court of assignment.

Ability to communicate orally, clearly and concisely.

Ability to follow oral and written communications.

Ability to react calmly in stressful situations. Must be able to analyze potential disruptive situations and react in a positive manner, exerting authority if necessary to maintain order and dignity in the courtroom.

Ability to organize and maintain a secure court environment.

Ability to act as a court security liaison with law enforcement agencies, lawyers, members of the general public and other court system personnel.

Ability to recognize and react to emergency situations involving control of prisoner, defendants, accident victims and court spectators. Should have working knowledge of basic first aid techniques. Certification in the Cardio-Pulmonary Resuscitation (CPR) procedure desirable.

Skill in the operation of a handgun.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must successfully pass a criminal records check.

Must have the ability to qualify for a license to carry a handgun.

Must demonstrate proficiency in the use of a handgun.

Must possess ability to remain alert and standing for long periods of time.

Must be in good physical condition.

Must maintain a neat appearance at all times at the workplace.

DISCLAIMER STATEMENT

This position description represents general duties and is not intended to list every specific function of this position